

On appeal, the appellant clarifies her duties as a Communications Operator, Secured Facilities and maintains that she exceeds the requirements for the subject examination. In this regard, she states that the job specification for Communications Operator, Secured Facilities indicates that incumbents perform a variety of technical duties.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

CONCLUSION

In the present matter, a review of the documentation demonstrates that the appellant is not eligible for the examination. Incumbents in the Communications Operator, Secured Facilities title primarily perform a variety of technical, clerical, and communications functions, receives/transmits emergency and nonemergency radio and telephone messages, assists in the mail processing, collection, and distribution system within the institution, and under supervision of the operations officer, develops and adjusts daily work schedules for custody staff. As such, experience in work involving application of rules, regulations, procedures or policies in the processing of technical actions would be considered out-of-title work for incumbents in this title. *N.J.A.C. 4A:4-2.6(c)* provides that, except when permitted for good cause, applicants for promotional examinations may not use experience gained as a result of out-of-title work to satisfy eligibility requirements. Regardless, the appellant did not indicate performance of the required out-of-title duties on her original application or provide any documentation on appeal that she primarily performed the required out-of-title work.

Additionally, in order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). The appellant's original application materials demonstrate that she primarily performed the duties of an incumbent in the Communication Operator, Secured Facilities title series. As such, she was properly deemed ineligible for the subject examination.

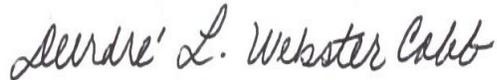
A thorough review of all material presented indicates that the determination of the Division of Agency Services, that the appellant did not meet the announced requirements for eligibility by the examination closing date, is supported by the record. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 4th DAY OF APRIL , 2018



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